ABSTRACT OF THE DISCLOSURE

The present invention employs an instruction button for inputting an instruction to simultaneously executing registration, in a full-text-search database,

5   of a document scanned by one scanning operation and subjected to OCR processing, and registration of the document in a designated folder contained in a database of a folder tree structure. This single instruction button enables the user to simultaneously register read

10   images in a folder, and text data resulting from OCR processing executed on the read images.